



SMALL BUSINESS and COMMUNITY ORGANIZATION Winter Relief Program GRANT APPLICATION

PLEASE PROVIDE THE FOLLOWING INFORMATION:

State of Washington Registered Business/Organization Name:	Snoqualmie Business License #:	Federal ID:	Date of Application:
Business/Organization Physical Address: (Must be within city limits)			
Business/Organization Mailing Address: (If different from physical)			
Phone Number:	Email:		
Primary Contact:			
Grant Amount Requested: (from \$1,000 to a maximum of \$5,000)			

Applications will be accepted from October 7 through October 16, 2020 by 5 p.m.

The grant may be used to leverage funding from a public or private financing program provided the total of the funding does not exceed the amount on the Economic Injury Worksheet.

GRANT ELIGIBILITY/CRITERIA REQUIREMENTS

- The small business or community organization must have no more than twenty-five (25) full-time equivalent employees (FTEs). Unique circumstances will be considered as exemptions to this requirement.
- Based on the information submitted on the City of Snoqualmie Economic Injury Worksheet, grants may not exceed \$5,000. There will be limited consideration given to grants greater than \$5,000 for small businesses or community organizations that play a significant role in the broader cultural, retail, and economic vitality of Snoqualmie. The City of Snoqualmie may choose to give full, additional, or partial funding of the requested amount at its sole discretion.
- The small business or community organization must have experienced a significant loss of income in 2020 (more than 25% per month) due to COVID-19 or the Governor's related "Safe Start Washington" order, as compared to the comparable period during 2019. Small businesses and community organizations that qualify as an "[essential business](#)" and remained open to the public or worked under normal operating conditions during February-October 2020 do not qualify. Revenue loss must be documented with federal tax or Snoqualmie Business & Occupation (B&O) tax returns and/or or similar financial documentation.

- Alternatively, the small business or community organization must demonstrate that it will incur significant new costs for personal protective equipment or physical improvement to its processes or location to comply with social distancing or other directives or recommendations issued by the county or state due to COVID-19.
- The small business or community organization must be current on all state licensing and other regulatory requirements.
- The small business or community organization must be a current Snoqualmie business or organization and have had a Snoqualmie business license and not been delinquent in payment on any taxes or fees owed to the City of Snoqualmie as of December 31, 2019.
- The small business or community organization must have had a physical location in Snoqualmie city limits on or before October 1, 2020 and had a consistent or growing level of business for at least one (1) year prior to that date. Home occupation businesses operated from the owner’s primary residence may qualify if the residence is physically located in Snoqualmie city limits, although priority will be given to brick-and-mortar businesses.
- If it is a small business, the small business must be engaged in a type of business eligible to receive funding by the U.S. Small Business Administration (SBA).
- If it is a non-profit corporation or community organization, it must be located within Snoqualmie city limits or – if not located within Snoqualmie city limits – provides essential human/social services to Snoqualmie residents or plays a significant economic, social, or cultural role for Snoqualmie.
- If it is a human/social services organization, it must show that public demand in Snoqualmie for its services have significantly increased due to COVID-19 but that increased revenue needed to meet the demand is not available.

GRANT FUNDS ARE ELIGIBLE FOR:

1. Payment of rent or required monthly loan payments.
2. Payments of regular wages, taxes, and typical benefits to employees (for example, health insurance, and/or paid vacation/sick leave essential to maintain operations), but only to the extent those wages, taxes, and typical benefits have not been reimbursed by other federal, state, county, or regional grants or loans.
3. Payment for personal protective equipment (such as masks), sanitizer, disinfectant, or other supplies, equipment, or physical changes (for example, plastic/acrylic barriers) necessary for the protection of public health or the health of business or organization owners or employees.
4. Typical operating costs and expenses, including those set forth on an income statement, as a regular, ongoing cost of operating the business or organization
5. Typical draws or wages on a regular interval to owner, provided such draws or wages are consistent with those paid in previous intervals, quarters, or years.
6. Winterization projects to increase or retain outdoor retail and restaurant activity throughout the winter. Examples of this include, but are not limited to heaters, seating, tables, and enclosures.

AUTHORIZATION:

I, (print name) _____, the (print title) _____

of (print business name) _____, have approved the submission of this proposal.

If I/we receive a grant, I/we agree to enter into a contract with the City of Snoqualmie and promise to:

1. use the grant funds in the intended manner; and
2. provide all documentation necessary for the City of Snoqualmie to verify the use of the funds.

Signature: _____ Date: _____

(If document is filled digitally, please sign digitally in order to retain document details.)

SUBMISSION:

Email completed and signed application and Economic Injury Worksheet to the City of Snoqualmie at NWiebe@snoqualmiewa.gov, Include **“Winter Relief Program”** in the email subject line.

If necessary, the completed and signed application and Economic Injury Worksheet may be sent via U.S. Mail to City of Snoqualmie, PO Box 987, Snoqualmie, WA 98065. **It must be postmarked no later than October 16, 2020.**